



# **JOB ANNOUNCEMENT**

**31<sup>st</sup> JUDICIAL CIRCUIT – COUNTY OF GREENE  
GREENE COUNTY CIRCUIT CLERK'S OFFICE  
1010 N. BOONVILLE  
SPRINGFIELD, MO 65802**



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**JOB TITLE: SENIOR COURT CLERK**

**PAY RANGE: JO19**

**PROBATIONARY SALARY: \$35,838.99 / \$1,493.29 semi-monthly**

**POST PROBATIONARY SALARY: \$36,555.77 / \$1,523.16 semi-monthly**

- Status: Full-time position
- Schedule: Monday through Friday 8:00 a.m. to 5:00 p.m.
- Probationary Period: 6 months; Employer reserves right to extend
- Benefits Include: Health Insurance (Medical, Dental, & Vision); Life Insurance; Employee Assistant Programs; Paid Vacation/Sick Leave; Parental Leave; Paid Holidays; Deferred Compensation and Retirement Benefits.

## **SPECIFIC TO GREENE COUNTY EMPLOYMENT:**

The 31<sup>st</sup> Judicial Circuit in Greene County is now accepting applications for the position of Senior Court Clerk. Employment is through the State of Missouri and does include all state benefits that are outlined above. The applicant hired will work with one of our Associate Division Judges and will be a key team member in the successful daily operations of the courtroom.

For successful performance in this position, applicants must possess a high degree of efficiency in data entry, confidence in exercising independent judgment, excellent communication skills, capabilities to multi-task between a variety of duties while managing the distractions of the courtroom, and the ability to maintain a calm and positive demeanor while servicing the public and court with professionalism and respect.

Job duties include, but are not limited to: courtroom docket entry, scheduling and closing court events, preparation of cost bills and court documentation for defendants and attorneys, operating sound recording equipment, division queue management, and involve frequent interactions with the public, court personnel, and the attorneys and/or law enforcement agencies.

Former courtroom experience is not required to apply, as the applicant selected will receive hands-on training for successful performance in the position as Senior Court Clerk.

For additional details and minimum qualifications, please see the State's formal job description below:

## **STATE OF MISSOURI FORMAL JOB DESCRIPTION:**

**Basic Function and Responsibility:** The Court Clerk position is advanced work using an electronic filing system in a court within the Missouri State Court System.

Work involves responsibility for court case processing which may require the application of independent judgment and the application of statutes, policies and regulations, with minimal supervision. Work requires frequent interaction with the public providing exceptional customer service. Work may also involve financial record keeping within an automated case management system; providing direct support for a circuit judge or associate circuit judge providing a full range of responsibilities within the division's jurisdiction; or supervision of other staff.

**Supervision Received:** Supervision received from a Principal Court Clerk, Unit Supervisor, Court Manager, Chief Court Operations Manager, Judge or Appointing Authority

**Supervision Exercised:** May instruct lower level staff on specific projects or tasks

**Characteristic Duties:** (The following duties are representative of this position, not comprehensive.)

Performs case processing in receiving and initiating case files; performs technical duties such as reviewing judgments, preparing warrants, summonses, garnishments and executions, bond settings, and docket control

Reviews legal documents for necessary information required for filing; determines processing required and takes necessary action in accordance with court rules requiring a detailed knowledge of applicable terminology, rules, and procedures

Performs accounting duties in receiving and disbursing monies, reconciles financial accounts, and prepares daily and monthly financial reports

Provides information and customer assistance in person, via telephone, email or other mediums (without giving legal advice) (i.e., pro se litigants, attorneys, reporters, law enforcement, other judicial agencies, co-workers, supervisors, and judges)

Prepares a variety of documents related to court operations including court orders, court calendars, notices of hearings, court appearances or reports; coordinates the flow of documents necessary for court assignments; and properly queues electronically filed proceedings for processing

Serves in the courtroom, swears in litigants and witnesses, operates electronic sound recording equipment, makes docket entries to reflect case progress and other courtroom related duties

Prepares juror lists and performs related work involving summonses, appearances and payments of jurors using an automated jury management system

Contacts attorneys and other court personnel to resolve technical discrepancies with court filings

Assist with on-the-job training for new staff

Enters orders, courts dates, pleadings and other court matters

Interacts with the public in a timely and courteous manner

Creates and processes copies of official legal documents

Assist appointing authorities or managers in the administration of time and attendance of employees and the distribution of workloads

**Knowledge, Skills and Abilities:** (This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing and lifting. Such requirements vary from position to position and may be determined by the appointing authority)

Advanced knowledge of court procedures and policies, legal documents, laws and legal factors pertaining to the court

Advanced knowledge of organization operations, functions and scope of authority of the Court

Ability to work independently and manage time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress

Ability to exercise good judgment and make independent decisions in accordance with general policy and objectives

Ability to maintain a variety of complex records and prepare reports from an automated System

Ability to establish and maintain effective working relationships with internal and external Stakeholders

Ability to communicate clearly and concisely, verbally and in writing, in a tactful and courteous manner with diverse parties

Ability to work with minimal supervision and follow oral and written instructions

Requires strong time management and organization skills with the ability to be detail Oriented

Ability to recognize and troubleshoot employee relations issues and resolve or report issues as appropriate

**Minimum Qualifications:** (Equivalent combination of relevant education and experience may be substituted on a year for year basis provided a high school diploma or GED has been obtained):

- Associate's Degree in a related field or at least 60 semester hours from an institution of higher learning and two years of varied administrative experience performing a wide range of technical office duties.
- Four years of administrative experience may substitute for degree.
- Any potential employee must submit to and pass a national background check prior to employment.

**EMPLOYEES MAY BE EXPOSED TO:** Evidence and testimony that may be disturbing, such as photographs of violent scenes and victims and or sexually explicit material; evidence that may include syringes, drugs, weapons and blood; the public who may potentially be verbally or physically abusive, allergens, such as perfumes and dust; and unpleasant odors, such as unwashed clothing or chemicals offered into evidence.

***The Offices of Greene County and State of Missouri  
are Equal Opportunity Employers***